

Personnel

Payroll Regulations

**Military Leave**

- POLICY:** .01 Leave in pay status may be granted to employees for temporary military duty; leave without pay status is granted to employees for extended military duty.
- EMPLOYEES COVERED:** .02 Only full-time and part-time regular employees are eligible for military leave pay. Other employees may take vacation or leave without pay (LWOP) for military duties.
- TIME OFF FOR PHYSICAL EXAMINATION:** .03 With the exception of casuals, all employees, regardless of their length of Laboratory employment, are allowed necessary time off in pay status, not to exceed 1 1/2 days, for
- A preinduction physical examination or
- Any physical examination ordered by an armed forces reserve or National Guard component of which the employee is a member.
- .04 If the absence extends beyond 1 1/2 days, a statement from the induction station or medical officer explaining the necessity for additional absence is required. If the absence extends beyond 1 1/2 days because by choice the employee did not report to the nearest induction station, the absence beyond 1 1/2 days is charged to vacation or LWOP.
- Recording Absence** .05 For time taken during the 1 1/2 days, report the absence as "ML" on the time and effort report. Attach a copy of the report orders to the time and effort report that is retained by the group.
- TEMPORARY LEAVE:** .06 Temporary military leave applies to employees who, as members of the National Guard or reserves of the Air Force, Army, Coast Guard, Marine Corps, Navy, or the Commissioned Corps of the U.S. Public Health Service, are called to temporary duty to satisfy training requirements or when the National Guard is ordered to temporary duty by the governor of the state. To qualify for paid temporary leave, an individual must have been a

## Military Leave

regular Laboratory employee for 1 full year before the beginning date of the military leave. Prior full-time (active-duty) military service is included in calculating the 1-year employment requirement. Temporary military leave of up to 15 calendar days in a calendar year may be granted. The military leave begins with the first day shown on the military orders and all days, including weekends, are applied to the 15-day allotment.

### Approval

- .07 The cognizant manager's signature on the time and effort report indicates that no more than 15 calendar days in a calendar year have been approved for each employee affected by this policy.

### Recording Leave

- .08 Record as "ML" on the time and effort report. Attach a copy of the military orders to the group's copy of the time and effort report.

### EXTENDED LEAVE:

- .09 Extended military leave, not to exceed 4 1/2 years (longer if extended by federal request), may be granted to employees who enter the armed forces or who are called to active duty by a reserve component of the armed forces, National Guard, or the Commissioned Corps of the U.S. Public Health Service.

### Procedures

- .10 A Personnel Action form (PA), indicating Extended Military Leave, must be submitted as soon as the group-level manager is notified that the employee is on military leave. ✂ The employee must contact the Compensation and Benefits Group (HR-C&B) as soon as he or she has reason to suspect that a call-up is imminent. If possible, the employee should complete a Security Termination Statement (available from the Personnel and Information Security Group, FSS-15) before leaving the Laboratory.

### Pay Supplement

- .11 Full- or part-time employees who are reservists and have at least 1 full year of regular employment service (which may be Laboratory service, military service, or a combination of both) who are called up for active military duty of at least 30 days continue to receive a Laboratory pay check for 30

---

## Military Leave

calendar days after beginning military leave. Reservists are paid the basic hourly rate (no overtime, shift differential, or extended workweek premiums) or basic salary.

- .12 The aggregate paid leave for full-time service and/or tour of duty cannot exceed one month's pay in any calendar year.

### Effect on Salary

- .13 The employee on military leave is eligible for salary increases during the salary review exercise and is given the same consideration for increases as he or she would if in pay status at the Laboratory. However, the employee does not receive the increase until returning to pay status.

### Return to Work

- .14 The employee will return to a position with the same job assignment or title or to an equivalent position with the same pay range as the current position.
- .15 The employee must request reinstatement within 90 days of discharge from active duty and must submit a certificate of military service or be able to show that he or she is a continuing member of the reserves.

**NOTE:** If the employee does not return to work directly after discharge, he or she must make both the employer and employee contributions to the retirement system during the period of additional leave to maintain service credit.

- .16 **Hospitalized Employee** — If an employee is hospitalized and cannot return to work within 90 days of discharge from active duty, the employee's reemployment rights are extended to a total of 1 year and 90 days from the date of discharge. As described above, retirement system credit does not cover the period of additional leave during the hospitalization.

### Reduction-in-Force

- .17 The absent employee's position is not exempt from consideration during a reduction-in-force (RIF). If the organization determines the employee should be designated as a RIF candidate based on the RIF

## **Military Leave**

**guidelines**, the employee is offered severance pay according to Laboratory policy at the time of the RIF. If the employee is terminated while he or she is on active duty, the employee still has the right to request reemployment and, under state and federal law, may have certain reemployment preferences.